



Staff Reports

File #: 172-2020, **Version:** 1

To: Honorable Mayor and Members of City Council

From: Tiffany Carranza, City Clerk

Prepared By: Tiffany Carranza, City Clerk

TITLE:

Agenda and Meeting Management Software Subscription and Services

RECOMMENDED ACTION:

Authorize the City Clerk to execute a 5-year agreement with Granicus, LLC for a total contract amount not to exceed \$266,192.55 for the term of July 1, 2020 through June 30, 2025 to provide ongoing services related to the agenda and meeting management of City of Napa public meetings.

DISCUSSION:

The Current City of Napa agreement with Granicus, Agreement Number C2015-056, expires on June 30, 2020. The City Clerk is recommending the approval of another 5-year agreement to continue the software subscription which provides agenda and meeting management services for the City of Napa's City Council, Housing Authority Board, Planning Commission, and various other City Board, Commission, and Committee meetings.

The technology provided by Granicus allows city staff to easily manage the entire legislative process from drafting staff report files and publishing full agendas to running live meetings, recording votes, indexing meeting video and drafting minutes.

This technology also allows public meetings to be viewed online, live, and archived, through the City's website. It provides public information, government transparency, and improved services to residents. All meeting agendas, staff reports, relevant supporting documentation and minutes are all available online, allowing the public to stay well-informed on the decisions affecting their community.

The Board and Commission module simplifies the recruitment and appointment process for the 12 City Boards, Commissions and Committees that support the City Council and City Departments. This module includes a website for displaying board details and rosters, an electronic application system for residents, downloadable reporting, etc.

Also included in the proposal is a one-time hardware upgrade fee. The Current hardware is nearly 13 years old. The upgraded encoder appliance included within the proposed agreement will greatly improve video and sound quality to the members of the public that are viewing meetings.

FINANCIAL IMPACTS:

Negotiated annual fixed rates have been locked in for better pricing as shown below:

FY2020-2021 \$52,610.30 (including one-time hardware upgrade fees)

FY2021-2022 \$49,553.61

FY2022-2023 \$52,031.29

FY2023-2024 \$54,632.85

FY2024-2025 \$57,364.50

Funding for this agreement was budgeted in the FY 2020/21 budget under 41141-55001 (City Clerk - Other Purchased Services), and will be included in the budgeting process for future years. There will be no impact on budget or fund balance for FY2020-21.

CEQA:

The City Clerk has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c)

DOCUMENTS ATTACHED:

ATCH 1 - Agreement

NOTIFICATION:

None.